

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 700 INMATE REGULATIONS	SUPERSEDES: AR 750 (05/08/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 750 INMATE GENERAL CORRESPONDENCE AND MAIL TEMP	EFFECTIVE DATE: 12/17/03

TABLE OF CONTENTS

PURPOSE

AUTHORITY

RESPONSIBILITY

DEFINITIONS

APPLICABILITY

PROCEDURES

<u>750.01</u>	GENERAL PROVISION FOR GENERAL CORRESPONDENCE OF INMATES
<u>750.02</u>	PROCESSING OUTGOING GENERAL CORRESPONDENCE
<u>750.03</u>	PROCESSING INCOMING GENERAL CORRESPONDENCE
<u>750.04</u>	OTHER MAIL/CORRESPONDENCE
<u>750.05</u>	MONITORING OF INMATE GENERAL CORRESPONDENCE AND MAIL
<u>750.06</u>	CENSORSHIP OF INMATE GENERAL CORRESPONDENCE AND MAIL
<u>750.07</u>	DISPOSAL OF UNAUTHORIZED ITEMS
<u>750.08</u>	ORDERING BOOKS

REFERENCES

ATTACHMENTS

MANDATORY REVIEW DATE 05/08/04

PURPOSE

To outline policies and procedures governing the receiving and distribution of inmate general mail and correspondence to ensure the protection of the security of the institution as well as encouraging the maintaining of family ties and other positive contacts in the community by the offender.

AUTHORITY

NRS 209.131

NRS 209.365

RESPONSIBILITY

All inmates are responsible to comply with mail and correspondence procedures. All correspondents are responsible for the contents of the mail being sent into and out of the Department.

It is the responsibility of the designated mailroom staff at each facility/institution to ensure mail is processed in a correct manner.

The Associate Warden of Operations/Facility Manager has the primary responsibility in supervising daily mail operations.

DEFINITIONS

ADULTERATED MAIL – Items of correspondence or publications that have an unknown substance on or in it. Adulteration includes, but is not limited to, lipstick, stickers, white out, perfumes, and other unknown foreign substances.

CENSORSHIP – The intent to suppress or delete anything considered objectionable under this regulation. Censorship may include, but is not limited to:

- Deleting portions of a letter
- Returning the letter either in its entirety or in part to the sender
- Removing printing or pictures, adulterated mail or rendering any portion of the contents unintelligible

DEPARTMENT – The Nevada Department of Corrections.

DISPOSAL – Removal from the institution/facility of unauthorized items, which are taken from inmate mail and correspondence.

GENERAL CORRESPONDENCE – Mail between an inmate and someone other than those approved for privileged correspondence.

IMMEDIATE FAMILY – Husband, wife, father, mother, sons, daughters, brothers, sisters, grandparents, grandchildren, stepchildren, and legal guardians (such as foster parents).

INDIGENT MAIL – Those inmates whose trust account balance is \$10.00 or less for the entire previous month.

INDIGENT AT-THE-MOMENT – Those inmates whose trust account balance is \$10.00 or less at the time of request, but generally maintains a balance of \$10.00 or greater.

INSPECTION – Opening and screening of envelop and contents for the presence of contraband, unauthorized items, or alteration, or scanning of the text of letters for indications of disallowed language usage, maps, diagrams, or codes.

MAIL – Includes all items delivered through the U.S. Postal Service as well as all interdepartmental mail sent from NDOC or other state agencies to an inmate.

MONITORING – The reading of general correspondence as part of an ongoing investigation.

NUDE PHOTOGRAPH – A photograph and or picture that shows nipples of a breast, buttocks, pubic hair or genitalia of a female or the buttocks, pubic hair or genitalia of a male. Photographs that include exposures with “see-through” clothing or materials will also be considered a nude photograph.

PRIVILEGED CORRESPONDENCE – Mail between an inmate and the following person(s):

1. State elected officials.
2. State officials appointed by the Governor.
3. City, County, State and Federal officials that have responsibility for inmate's present, prior or future custody, including probation and parole supervisors and parole board commissioners.
4. All state and federal judges and officials of the courts.
5. The Attorney General, Deputy Attorney Generals or an attorney listed with a State Bar Association, a recognized legal assistance agency, or an attorney representative.
6. State and local chief executive officers.
7. The Director, Assistant Directors, Wardens of the Department of Corrections.
8. Diplomatic personnel.
9. Co-defendants or co-plaintiffs in litigation.

SCANNING – A review of a document during inspection when it is not the intent of the official to read the contents word-for-word. Rather, the purpose of scanning is to look for key words, phrases, diagrams, or maps which would lead a reasonable person to believe that further, more detailed scrutiny is necessary.

SEIZURE – The taking of all or part of a piece of mail for use in a prison disciplinary hearing or criminal prosecution.

SEXUALLY EXPLICIT/GRAPHIC ACTIVITY – An act of sexual intercourse, fellatio, sodomy, cunnilingus, sado-masochistic abuse, or penetration of any part of a person’s body with an object either of a male or female gender. Pornographic activities with a minor, bestiality, or any sexual act, which constitutes a violation of law or encourages a violation of the law, will be considered as sexual activities.

THIRD CLASS MAIL – Material that is usually described as “junk mail” and addressed to a person “and/or occupant.” This does not include non-profit publications subscribed to by inmates.

APPLICABILITY

This procedure applies to all staff and inmates within Nevada Department of Corrections.

PROCEDURES

750.01 GENERAL PROVISIONS

ALL MAIL SHALL BE PROCESSED BY CURRENT STATE BIOHAZARD GUIDELINES AND PROCEDURES.

- 1.1 A secure location of a mailroom will be designated by each institution/facility.
- 1.2 The mailroom will:
 - 1.2.1 Be opened eight (8) hours per day, and
 - 1.2.2 Five (5) days per week.
 - 1.2.3 Will be closed on Holidays and weekends.
- 1.3 All institutions/facilities will designate a secure area(s) and/or secure mailboxes for outgoing inmate mail.
 - 1.3.1 Mail will only be collected by staff.
 - 1.3.2 Mail will be collected at least once everyday except weekends and holidays.
 - 1.3.3 A regular set schedule of mail collection will be established and posted for inmate access.
- 1.4 No personal delivery of inmate mail and correspondence will be authorized except when legal requirements dictate that service of process is made in person. Staff will not pick up or deliver such items.
- 1.5 Each institution will include in its orientation procedure the requirements of this procedure.
- 1.6 There are no limits placed on the number of letters an inmate may send or receive, unless a specific restriction is authorized by this regulation. **(3-4430)**
- 1.7 Change of address/forwarding mail

- 1.7.1 General correspondence shall be forwarded via intra-departmental mail if an inmate has transferred to another institution or facility within the Nevada Department of Corrections (see the Department's Administrative Regulation 722).
- 1.7.2 First class mail will be forwarded for a period of thirty (30) days for inmates released from incarceration or to out-of-state court if address is known. **(3-4438)**
- 1.7.2.1 If address is not known, the mail will be returned to sender.
- 1.7.2.2 Inmates have the primary responsibility to notify the mail officer and correspondents of forwarding address if discharging or paroling, or in being transferred to another agency/state jurisdiction.
- 1.7.2.3 Mail, other than first class, including publications, will not be forwarded.
- 1.8 Holding of mail **(3-4437)**
- 1.8.1 First class mail should be held no longer than one working day for inmates who are confined in local hospitals or jails, and who are expected to return to the institution/facility from which they departed.
- 1.8.2 For absences or expected absences of longer than one (1) day, first class mail should be forwarded to the hospital or jail if the inmate is located in a out-of-town facility.
- 1.8.3 Staff may deliver first class mail from the facility mailroom directly to the inmate who is housed in an in-town facility.
- 1.8.4 All other mail will be held until the inmate's return, example magazines.
- 1.9 Distribution of mail
- 1.9.1 Inmates will not pick up or deliver mail.
- 1.9.2 No mail will be dropped on tables or other common places for inmates to search through.
- 1.10 The following records will be maintained by mail room staff:
- 1.10.1 Incoming or outgoing registered, insured or certified mail log, Form DOC-3088).
- 1.10.2 Unauthorized Mail Log, FormDOC-3086-Revised.
- 1.10.3 Inmate to inmate approved correspondence log, Form DOC-3087-Revised.
- 1.10.4 Censorship of mail log, Form DOC-1740-Revised.

1.10.5 Mail monitoring log (new)

1.11 Violations of rules or policies, which govern mail procedures, may result in suspension or termination of correspondence between the parties involved.

1.12 Refer to the Department's Administrative Regulation 722, for specific procedures for managing inmate legal mail.

1.13 Refer to Administrative Regulation 711, for package procedures.

1.14 Inmates may correspond in their primary language. **(3-4430)**

1.15 All third class mail will not be distributed or forwarded to inmates. Material would include:

1.15.1 Catalogs;

1.15.2 Circulars;

1.15.3 Advertising brochures; and

1.15.4 Subscriptions to non-profit organizations are not considered third class mail.

750.02 PROCESSING OUTGOING GENERAL CORRESPONDENCE

1.1 Envelopes – all envelopes must be properly addressed including:

1.1.1 Stamped with the institution/facility sent from, along with the date of mailing on back of the envelope.

1.1.2 The return address portion of the envelope must accurately reflect the inmate's name, back number, address and facility.

1.2 Except for mail addressed to officials and staff of the Department the outgoing mail of inmates must go through the U.S. Postal Service.

1.2.1 Appropriate postage is required unless inmate is indigent.

1.2.2 Mail addressed to Department officials and staff may be routed through the interdepartmental mail services.

1.3 The Warden or his authorized designee may prohibit outgoing mail under circumstances which include, but are not limited to:

1.3.1 Correspondence with minors when their legal guardians object, in writing, stating they wish the correspondence to be prohibited.

- 1.3.2 Correspondence to individuals who have complained in writing of having been sent lewd, threatening, or similarly offensive correspondence by the inmate.
- 1.4 An inmate should receive a written notice from an official of the institution/facility when a particular correspondence has been prohibited for any reason.
- 1.5 An attempt by an inmate to correspond with a prohibited correspondent will result in a disciplinary action.
- 1.6 Indigent Inmate Postage **(3-4431)**
- 1.6.1 Indigent inmates will be provided with postage for a maximum of two personal letters per week.
- 1.6.1.1 Indigent-at-the-moment inmates are not eligible for free personal letters. A brass slip for postage will accompany the letter.
- 1.6.1.2 Inmates whose accounts are not accessible to them, i.e., frozen for longer than 30-days, will be considered to be indigent at-the-moment inmates.
- 1.6.2 The mailroom officer will write the agency's budget account number in the area of the envelope where the stamp would normally be placed. Mail will be sent to the State Mailroom for processing. Facilities/Institutions located in remote areas will purchase stamps for this purpose.
- 1.7 The removal of any item from outgoing mail will be considered censorship – (see section 750.05 of this regulation).

750.03 PROCESSING INCOMING GENERAL CORRESPONDENCE

- 1.1 All general correspondence will be opened for the inspection of contraband, unauthorized items including coin, checks and money orders, and scanned by mailroom staff. Disposal of such items will follow section 750.07 of this regulation. **(3-4435)**
- 1.2 Envelopes must be properly addressed.
- 1.2.1 Mail must be addressed to the inmate in the name under which he was committed. If an inmate obtains a legal name change, both names must be noted.
- 1.2.2 The inmate's name should be properly spelled.
- 1.2.3 The inmate's identification number must be noted.
- 1.2.4 Reasonable efforts will be made to deliver mail:

1.2.4.1 If the inmate's name is correct, but the identification number is wrong, or if no identification number is present.

1.2.5 If the inmate's name is misspelled and there is no identification number or incorrect identification number, the mail will be returned unopened, to sender.

1.3 Mail is to be sorted before opening to ascertain if the inmate is in the NDOC system.

1.4 Items that are allowed to be received in first class mail are limited to:

1.4.1 Enclosures will not exceed 20 pages per envelope besides the letter. Enclosures such as newspapers, articles or pamphlets are limited to one.

1.4.2 Personal photographs

1.4.2.1 An inmate may receive a maximum of ten personal photographs per envelope.

- Maximum size is 8" X 10".
- Polaroid type photos will be allowed only if the sender removes backing.

1.4.2.2 Photographs of nude individuals are permitted under limited conditions.

- Photographs depicting sexual activity are prohibited.
- Inmate's name and back number will be noted on back of each photo.
- Photographs will not be displayed or traded by inmates.

1.4.3 Religious literature will be limited to one piece per envelope (may include, but not limited to, pamphlets).

1.4.4 Greeting cards

1.4.4.1 No musical or electronic type

1.4.4.2 Limit one per envelope

1.4.4.3 No larger than 8" X 10"

1.4.5 Personal identification such as birth certificates, social security documents, marriage licenses will be given to the caseworker for disposition.

1.4.6 Publications and Magazines **(3-4430)**

1.4.6.1 All items received must be a prepaid subscription.

1.4.6.2 Must not be detrimental to the security, good order, or discipline or which facilitates criminal activity, including but not limited to:

- Content depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
- Content depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of prison institutions.
- Contents depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs
- Content is written in code.
- Content describes or encourages activities, which may lead to the use of violence or promotes hate groups or gang activities.
- Content encourages or instructs in the commission of criminal activity or depicts criminal activity.
- Display realistic pictures of guns or knives suitable for use in making of facsimile weapons
- Content is sexually explicit material, which by its nature poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity.

1.4.6.3 The institution/facility who rejects any publication must:

- Advise the inmate in writing of specific reasons for rejection.
- Send a copy of this rejection memorandum to the publisher as well as notifying the publisher that an independent review of the rejection by the Assistant Director/Operations of the Department may be requested within 20 days (plus 3 days for mailing) of the date the rejection memorandum is mailed to publisher.

1.4.6.3 Inmate may appeal rejection through grievance process within 10 days of receiving this notice.

1.4.6.4 A magazine or publication may not be rejected solely because its content is religious, philosophical, political, social, or sexual or because its content is unpopular, repugnant, or does not agree with commonly held beliefs and practices.

1.4.7 Each Institution/Facility will establish a Publication Review Committee to review all publications prior to the initial rejection of the publication following the above guidelines.

1.4.7.1 Committee shall include 3-5 members.

1.4.7.2 Committee shall meet at least once per week, or as needed.

1.4.7.3 One member of the committee will be the Facility Manager or above.

1.5 Calendars may be received with the restriction noted in 1.3.6.2

1.5.1 No metal

1.5.2 Maximum size approximately 11" X 18"

1.6 Any envelope or correspondence, magazine or book that has evidence of adulteration or a foreign substance such as stickers, lipstick, or perfume will not be issued to the inmate. Inserts within a magazine will be removed prior to issue. Refer to section 750.06 of this regulation for disposal of other unauthorized items will be followed.

750.04 OTHER MAIL/CORRESPONDENCE

1.1 Correspondence between incarcerated persons

1.1.2 Correspondence between all incarcerated persons will be limited to immediate family members.

1.1.2.1 Legal correspondence between incarcerated persons of the Nevada Department of Corrections is also allowed if they are co-defendants or co-plaintiffs in a current legal action.

1.1.2.2 Correspondence privileges between incarcerated persons of the Nevada Department of Corrections in common law relationships will not be permitted.

1.1.2.3 Any inmate in one of the above categories, who wishes to correspond with an inmate in another institution, must obtain a correspondence request form from their caseworker.

- After the form is completed, it will be returned to the inmate's caseworker who, in turn, will forward it to the Warden.

1.1.2.4 The Warden will approve or disapprove request. If the request is disapproved, copies will be made for all concerned with the reasons for disapproval noted. Approved correspondence must have the approval in writing of both chief administrators/wardens.

1.1.2.5 If the Warden approves the correspondence request, this request will be forwarded to the Warden of the other institution for approval/disapproval. Once approved, no further approval is necessary within the Department even if the inmate is transferred..

1.1.2.6 Once appropriate signatures are obtained, copies will be sent to the Warden of the other facility, the inmate, and the Mailroom. The original will be placed in the inmate's I-File. The Mailroom officer will maintain a permanent log of all inmate correspondence approvals.

1.1.2.7 All inmate-to-inmate correspondence must be sent via U.S. Postal Service including all intra-department correspondence.

1.2 All social security or supplemental security checks mailed to inmates are to be returned to the Social Security Administration address indicated regardless of the geographic location of the institution/facility.

1.3 All IRS checks received will be forwarded to a designated person within Inmate Services. This staff member will then contact IRS for approval of deposits to the inmate's account.

1.4 All mail addressed to any program, Prison Industries/Silver State Industries, Education, Chaplain, etc., at an institution/facility will be given to the staff supervisor of that program, and regardless of how the mail is addressed, the supervisor will open all mail.

750.05 MONITORING OF INMATE GENERAL CORRESPONDENCE AND MAIL

1.1 Incoming and/or outgoing general correspondence shall be monitored by designated staff when there is a reasonable suspicion that it contains evidence of criminal activity or activity that is a threat to the safety and security of the institution/facility.

1.2 All requests for monitoring an inmate's mail must be submitted in writing to the Warden/designee for prior approval detailing:

1.2.1 Reason for request;

1.2.2 Approximate length of monitoring (if known);

1.2.3 If necessary, temporary verbal authorization may be given by the Warden.

1.3 A Mail Monitoring Log, Form DOC-3022 shall be maintained in the designated mailroom by the Mailroom Officer, which will detail the following:

1.3.1 Inmate's full name and identification number;

1.3.2 Staff who authorized the monitoring;

1.3.3 Date monitoring was initiated/ended;

1.3.4 Name of staff authorized to monitor the mail.

1.4 Monitored general correspondence shall not be held for more than 24 hours.

1.4.1 Mail may be copied and original forwarded to inmate or to recipient.

1.4.2 If mail is held for more than 24 hours, censorship procedures must be followed.

1.5 General correspondence between inmates incarcerated in the Nevada Department of Corrections may be monitored at any time without receiving prior permission.

1.6 Legal correspondence cannot be monitored. If there is a reasonable suspicion that the correspondence contains contraband or evidence of criminal activities, censorship procedures shall apply as described in the Department's Administrative Regulation 722, section 722.06. **(3-4434)**

750.06 CENSORSHIP OF INMATE GENERAL CORRESPONDENCE AND MAIL (3-4433)

1.1 The Warden or his authorized designee may prohibit outgoing mail under circumstances which include, but are not limited to:

1.1.1 Correspondence with minors when their legal guardians object, in writing, stating they wish the correspondence to be prohibited.

1.1.2 Correspondence to individuals who have complained in writing of having been sent lewd, threatening, or similarly offensive correspondence by the inmate.

1.1.3 Correspondence that would be detrimental to the security, good order, or discipline of the institution.

1.1.4 Protection of the public.

1.2 An inmate shall receive a written notice from an official of the institution/facility when a particular correspondence has been prohibited for any reason.

1.3 An attempt by an inmate to correspond with a prohibited correspondent will result in a disciplinary action.

1.4 All incoming or outgoing general correspondence or mail may be opened for the inspection of contraband.

1.5 If inmate incoming or outgoing mail is censored, a written notice, Form DOC-3021 signed by the Warden authorizing the censorship and stating the reasons for censorship will be given to the inmate and sender unless the sender is a current inmate and the letter is unauthorized. In such instances a Notice of Charges will be made.

1.6 Mailroom staff shall maintain Censorship of Mail Log.

1.7 The inmate must be also notified of the right to appeal the censorship through the grievance process.

1.8 Mail cannot be censored until the Notice of Censorship is approved.

1.9 Censorship may be initiated if;

1.9.1 The letter contains threats of physical harm against any person, or threats of criminal activity.

1.9.2 The letter threatens blackmail or extortion.

1.9.3 The letter addresses either the introduction of contraband into the institution or sending of contraband out of the institution.

1.9.4 The letter concerns plans to escape.

1.9.5 The letter concerns plans for activities in violation of institutional rules.

1.9.6 The letter concerns plans for criminal activity.

1.9.7 The letter is in code and the staff reader does not understand its contents.

1.9.8 The letter solicits gifts or goods or money from anyone other than family.

1.9.9 The letter contains information, which if communicated would create a clear and present danger of violence and physical harm to a human being.

1.9.10 Publications that describe the making of firearms and explosive devices.

1.9.11 The letter discusses gang related subjects.

1.10 The Warden will review or cause to be reviewed the written records of censored mail.

1.10.1 These records should be reviewed on a monthly basis.

1.10.2 It is the responsibility of the Mailroom Officer to keep accurate written records on censorship of inmate mail.

1.10.3 At a minimum, the records will reflect that:

1.10.3.1 There are sufficient grounds for censoring the mail.

1.10.3.2 The reasons for censoring the mail relate to legitimate security interests of the institution and inmate's adjustment.

1.11 Should an inmate wish to appeal the decision of censorship this appeal shall be handled through the Departmental grievance procedure in accordance with the Department's Administrative Regulation 740.

1.12 Censored mail should not be held longer than one working day unless placed into evidence. A notification will be given to the inmate if such action is taken.

750.07 DISPOSAL OF UNAUTHORIZED ITEMS RECEIVED (3-4436)

1.1 An inmate will receive an Unauthorized Mail Notification, Form DOC-1518 completed by the Mailroom officer.

1.2 An inmate will have ten (10) days from the date he receives (signs/refuses to sign) this notification to inform the Mailroom officer in writing what he wants to do with the unauthorized items.

1.3 The inmate grievance process will be used to appeal this decision.

1.3.1 Items will be held until the grievance process is completed.

1.3.2 Upon completion of the grievance process, the AWP/Facility Manager will contact the mailroom with the disposition of the inmate's appeal.

1.3.3 If the grievance is denied the item will be disposed of as noted above. If the appeal is approved, the item(s) will be given to the inmate. In both instances, the disposition will be noted on the Unauthorized Mail form.

1.4 All items sent out will be at inmate expense.

1.5 All money, stamps, other such negotiable instruments, or any items with a value of \$10 or more must be sent certified mail.

1.6 If the inmate does not wish to send out the money, stamps, etc., these items will be forwarded to the Associate Warden of Programs/Facility Manager. All cash, stamps, etc., will be forwarded to Inmate Services. A receipt will be obtained. A copy of the receipt will be attached to

the Form DOC-1518, Unauthorized Mail Notification for each inmate. These items will be filed in the mailroom.

1.7 In disposing of any contraband discovered (narcotics, etc.), Administrative Regulation 458 will be followed.

1.8 When the Mailroom officer disposes of an item, a staff witness is required. The date/time disposal, how it was disposed of, and reason for destruction (cite the AR) should be noted on the Unauthorized Mail Notification, Form DOC-1518.

Note: Usually all items will be shredded.

1.9 A copy of the Unauthorized Mail Notification Form will be placed in the I-File

750.08 ORDERING BOOKS

1.1 All inmates should be allowed to order books directly from approved vendors.

1.1.1 Books may be sent in their primary language.

1.1.2 Books contents must comply with limitations set forth in this regulation.

1.2 Books may be paperback or hard cover.

1.3 All books received must be prepaid.

1.4 A Book Request, Form DOC-1562 must be filled out listing the title and subject of the books.

1.4.1 All books must have prior approval by the Warden's designee before being ordered. Initial approval is for ordering books only.

1.4.2 Upon receipt all books will be subject to review for content by the Publication Review Committee.

1.4.3 All books identified as not complying with procedures will not be issued.

1.4.4 If disapproved, inmate will have 30 days to send out or dispose of it per the Department's Administrative Regulation 711.

1.4.5 Inmate may appeal through the grievance process. Items will be held pending the decision/outcome of the grievance process.

1.5 The number of books in an inmate's possession will comply with the Department's Administrative regulation 711, Inmate Personal Property procedure, and institutional procedures.

- 1.5.1 Numbers may vary due to safety and security concerns at individual Institutions and facilities.
- 1.5.2 All excess books and/or unauthorized property must be disposed of prior to ordering any additional books.
- 1.6 Upon receipt the property room staff will place the inmate's name and number on the inside cover prior to issuing to the inmate.
- 1.7 No book clubs.
- 1.8 All books must be sent First Class Mail, not book rate or library rate.
- 1.9 All books must be received within 60 days of the date of approval.
- 1.10 Books are purchased at inmate's own risk.
- 1.11 All books received without prior approval will be returned to sender.

REFERENCES

ACA Standards 3-4429 to 3-4438

ATTACHMENTS

DOC 1513	Unauthorized Publication Notification
DOC 1518	Unauthorized Mail Notification
DOC 1562	Inmate Book Request
DOC 1563	Publication Review-Rejection Notice
DOC 1740	Mail Censorship Log
DOC 1747	Request for Correspondence Privileges Between Incarcerated Persons
DOC 3021	Mail Censorship
DOC 3022	Mail Monitoring Log
DOC 3086	Unauthorized Mail Record
DOC 3087	Inmate Approved Correspondence Record
DOC 3088	Inmate Certified Mail Receipt Record

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.